

# **The Alabama Department of Children's Affairs Office of School Readiness**



## **AN ASSESSMENT OF First Class**

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Alabama's Voluntary  
Pre-kindergarten program

***REQUEST FOR PROPOSALS***

**Deadline: March 18, 2015**

Department of Children's Affairs/Office of School Readiness  
P.O. Box 302755  
Montgomery, AL 36130

**The Alabama Department of Children's Affairs (DCA) is responsible to effectively and efficiently coordinate efforts and programs to serve children throughout the state.**

**Responsibilities include:**

- 1) Advising the Governor and the Legislature in matters relating to the coordination of services for children under the age of 19.(2) Serving as a liaison between the Governor and state agencies providing programs or services for children.(3) Educating and informing legislators and other elected officials about issues affecting children.(4) Coordinating local effort by creating a network of existing local and community groups and advocates dedicated to children to enable beneficial organizations throughout the state to assist and educate each other.(5) Actively seeking and applying for federal and private grants to fund children's programs.(6) Establishing a repository for information on programs other than education programs offered by the Department of Education for K-12 in Alabama, which offer services for, or are for the benefit of, or in any way affect Alabama's children, including, but not limited to, the Department of Human Resources, the Department of Mental Health and Mental Retardation, Rehabilitation Services, the Department of Public Health, the Department of Youth Services, the Children's Trust Fund, the Alabama Department of Economic and Community Affairs, the Alcoholic Beverage Control Board, the Department of Public Safety, and the Child Abuse and Neglect Prevention Board.(7) Preparing and submitting to the Governor and the Legislature annual reports on activities and expenditures of state and local agencies related to children; all state, local, and federal funding available for children's programs other than education programs offered by the Department of Education for K-12; and recommendations of proposed legislation on the most efficient utilization of resources available in order to maximize services provided to children.(8) Preparing or causing to be prepared, and submitting for approval and adoption by the Children's Policy Council, legislation required to meet the unmet needs of children by further development and improvement of children services.(9) Review the budget requests for children's services of any state agency that administers children's programs other than education programs offered by the Department of Education for K-12.
- 2) The DCA division of the Office of School Readiness responsibilities are to:(1) Establish criteria and administer such programs and services as may be necessary for the operation and management of a voluntary prekindergarten program.(2) Administer such programs and services as may be necessary for the operation and management of preschool and certain child development programs coordinating with the Department of Education for the inclusion of preschool special education.(3) Ensure that the prekindergarten program provides a developmentally appropriate preschool program emphasizing growth in language and literacy, math concepts, science, arts, physical development, and personal and social competence.(4) Receive and disperse any funds appropriated to the office from the Legislature for the establishment, operation, and administration of the prekindergarten program. The budget of the office shall be part of the Department of Children's Affairs.(5) Assist local units of administration in this state so as to assure the proliferation of services under this article.(6) Coordinate with the regulatory division for the licensing of child care centers and with the

administration of the United States child and adult care food programs at the child care centers participating in the prekindergarten program.(7) Issue annual reports to the Governor and the Legislature concerning the administration and operation of the prekindergarten program.(8) Provide leadership for enhancement of school readiness in this state by aggressively establishing a unified approach to the state's efforts toward enhancement of school readiness. In support of this effort, the office may develop and implement specific strategies that address the state's school readiness programs.(9) Safeguard the effective use of federal, state, local, and private resources to achieve the highest possible level of school readiness for the state's children.(10) Provide technical assistance to local programs.(11) Assess gaps in services.(12) Adopt a system for measuring school readiness that provides objective data regarding the expectations for school readiness, and establish a method for collecting the data and guidelines for using the data. The measurement, the data collection, and the use of the data must serve the statewide school readiness goals. The criteria for determining which data to collect should be the usefulness of the data to state policymakers and local programs' administrators in administering programs and allocating state funds, and must include the tracking of school readiness system information back to individual school readiness programs to assist in determining program effectiveness

#### **DCA is comprised of**

- Alabama Children's Policy Councils
- Alabama Head Start State Collaboration Office
- First Class: Alabama Pre-K
- First Teacher: Alabama's Home Visiting Program
- Children Trust Fund
- Early Childhood Advisory Council

### **The Alabama Department of Children's Affairs Request for Proposal Application**

The Alabama Department of Children's Affairs/Office of School Readiness is seeking proposals for services to expand, enhance and advance DCA's overall education mission and goals. The contract chosen must produce consultants who are certified and reliable in the administration of the Classroom Assessment Scoring System (CLASS) and Early Childhood Environment Rating Scale (ECERS-Revised), and able to conduct these assessments March-May, 2015 on 120 Pre-K classrooms across the state.

The primary responsibilities include:

- Identifying and contracting CLASS and ECERS reliable consultants
- Conducting CLASS and ECERS observations in a total of 120 Pre-K Classrooms (60 for CLASS; 60 for ECERS)
- Arranging travel and lodging for all consultants
- Mapping and scheduling Pre-K classroom observations
- Conducting daily team de-briefings

- Troubleshooting on-site research issues
- Providing daily project updates to the OSR Director of Research and Evaluation
- Providing assessment scoring forms, classroom notes, and final tabulations to DCA for the 120 observations utilizing Word and EXCEL software

### **Instructions**

Proposals must be mailed to the address indicated on the first page or emailed to [trellis.smith@dca.alabama.gov](mailto:trellis.smith@dca.alabama.gov). Proposals must be **postmarked or emailed no later than 5 pm March 18, 2014.**

A vendor evaluation committee to be chaired by the OSR Director of Research and Evaluation will evaluate each proposal properly submitted. The major criteria to be used in evaluating proposals are:

- Adherence to the format and timetable set forth in the RFP
- Documented certification, reliability, and experience in the performance of classroom observations using the ECERS and CLASS assessments
- Pricing of services

All questions regarding this RFP may be directed to Dr. Trellis Smith at 334-353-2717, [trellis.smith@dca.alabama.gov](mailto:trellis.smith@dca.alabama.gov).

### **TITLE PAGE**

*Instructions:* Complete each item. The authorized person must sign and date.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code \_\_\_\_\_

Application Contact Person:

\_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ FAX: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Mailing Address:

\_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ County: \_\_\_\_\_ Zip Code \_\_\_\_\_

### **VENDOR CERTIFICATIONS**

*Instructions:* All applicants must place a (✓) by each of the following statements and provide the signature of the vendor legally authorized to conduct business within the state of Alabama and to carry out the services described in this RFP.

- \_\_\_\_\_ 1. By submitting a proposal in response to this RFP, the vendor warrants and represents to the Alabama Department of Children's Affairs (DCA) that the vendor accepts and agrees with all of the terms and conditions of the RFP. Further, by so submitting, the vendor certifies to the DCA that it is legally authorized to conduct business within the state of Alabama and to carry out the services described in this RFP.
- \_\_\_\_\_ 2. The vendor warrants that neither the vendor nor any of the vendor's trustees, officers, directors, agents, nor employees is a current employee of the DCA, and none of the said individuals have been employees of the DCA within a two-year (24 month) period ending with the date of this RFP.
- \_\_\_\_\_ 3. The vendor certifies by submission of this proposal and resulting contract that the vendor has not publicly or privately colluded with any other vendor to fix prices or conditions of the proposal.
- \_\_\_\_\_ 4. The vendor certifies that neither it nor its principals is presently debarred,

suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any Federal department or agency.

\_\_\_\_\_  
Signature of Authorized Vendor

\_\_\_\_\_  
Date

### **NARRATIVE**

*Instructions:* Please explain, in detail, your efforts in the areas below. This section should be no more than six (n=6) pages. For all attachments (excluding application forms), please use single spaced, Times New Roman or Palatino Linotype font, one inch margins, and font size 12.

- Trainings and Certifications consultants have received on the CLASS and ECERS assessment tools
- Experience utilizing the CLASS and ECERS assessments to complete Pre-K classroom observations in different programs, agencies and states
- Experience analyzing inter-rater reliability among consultants on the CLASS and ECERS assessments
- Utilization of assessment scoring forms, and EXCEL to record and analyze observation data
- Describe the methodology that you will use to complete the assessments within the required number of classrooms and given period of time

### **BUDGET**

*Instructions:* Please explain, in detail, the proposed cost of your services. See notes below.

- Each proposal must provide prices for professional services only. No equipment shall be included in the budget of the proposal.
- The respondent must provide its own workspace and equipment needed to carry out the services required under this RFP.

### **REQUIRED ATTACHMENTS**

*Instructions:* Please print, complete, and submit the two (n=2) documents below with your proposal. Proposals without these documents will NOT be reviewed.

The documents below can be found at [www.legislature.state.al.us](http://www.legislature.state.al.us)

- Legislative Resources
- Joint Interim Committees
- Contract Review Permanent Legislative Oversight Committee
- Contract Review Committee Information (at bottom of screen)

1. **Immigration Status Form**
2. Vendor Disclosure Statement Information and Instructions
  - Click (at bottom of screen) to download the **Disclosure Statement Form**